

INSTRUCTIONS FOR RETURNING RESIDENT (SB-1) IMMIGRANT VISA APPLICANTS

To assist in providing the most efficient customer service and to expedite your immigrant visa processing, the Consular Section of the U.S. Embassy in Ankara uses a pre-appointment document screening system.

The applicants need to send necessary forms and other civil and financial documents listed below to the U.S. Embassy Ankara, Turkey in order to get an appointment date for their immigrant visa interviews. Our address is:

U.S. Embassy Ankara, Turkey
Immigrant Visa Unit
110 Ataturk Blvd.,
Kavaklidere, Ankara 06100
Turkey

Before sending the documents to the Embassy, applicants should select a passport delivery address in Turkey. If and when issued, the passports and visa packets are sent to a Turkish Postal Service (PTT) branch in Turkey for you to pick up your packet in person. In order to make a selection, please follow the steps below:

1. Upon receipt of Embassy's notification, register online at usvisa-info.com or by calling 0850 252 6355 from Turkey or (703) 520-2490 from the United States
2. Choose "Immigrant Visa" for your visa category
3. Choose your visa pick up location (NOTE: Please make sure that you are selecting a PTT branch close to your address in Turkey.)
4. Print your registration receipt and send it to us along with all the other required documents.

Once you register your passport pick up location by following the above steps, you will have the opportunity to send your documents through a branch of Turkish Postal Service (PTT), free of charge.

As PTT services are not available in Iran, applicants in Iran may send their documents to our office by any reliable courier service.

Upon receipt of your forms and documents, we will process your application and schedule an appointment date for the applicant. We will send an appointment letter to the applicant/petitioner/lawyer by email within approximately 5 business days upon receipt of your packet.

IMPORTANT: If the documentation you sent is incomplete, the entire packet will be returned without action.

IF YOU FAIL TO ATTEND YOUR INTERVIEW YOU NEED TO RESCHEDULE YOUR APPOINTMENT DATE. Please send your request to our office through <http://turkey.usembassy.gov/iv-form2.html>. We would like to remind you that you must complete this application within six months after your DS-117 petition has been approved. Your petition will expire after six months.

REQUIRED DOCUMENTS

- 1. PHOTOCOPY OF PASSPORT:** The photocopy of the first pages of the passport including the date of the issuance and the expiration date must be provided. The beneficiary's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if over the age of 16, they must have their photograph attached to the passport. **Please do not send your original passport.** You must present your passport at the time of interview.
- 2. COPY OF PASSPORT PICKUP LOCATION REGISTRATION RECEIPT:** The registration can be done either online via usvisa-info.com or by calling 0850 252 6355 from Turkey or (703) 520-2490 from the United States.
- 3. FORMS:** DS-260 Immigrant Visa Electronic Application needs to be completed before coming to the interview. These forms are accessible on the [Consular Electronic Application Center \(CEAC\)](http://ceac.state.gov) website. **This form does not need to be printed after online submission; the electronic version will be accessible to the Consular Officer at the time of interview.** Please print out the confirmation page (with the barcode) of your submitted DS-260 form and send it along with the other required documents. You may review the Frequently Asked Questions on DS-260 Immigrant Visa Electronic Application on U.S. Department of State's web site at http://travel.state.gov/visa/immigrants/info/info_5248.html for more information. To login to the application on CEAC web site, you may use your case number and date of birth as your invoice number which were provided after your initial interview.
- 4. BIRTH CERTIFICATES:** The birth certificate document required from Turkish applicants is called "Nüfus Kayıt Örneği". It is obtained from any vital statistics office (Nüfus Müdürlüğü) in Turkey. Please send our office the original of this document with the wet seal of the vital statistics office and an original signature. Applicants born in a country other than their country of citizenship must present a birth-certificate from the country in which they were born along with a certified English translation. Iranian applicants are required to submit a copy and translation of their "Shenasname" and Iraqi applicants are required to submit a copy and translation of their "Hawiat Al Ahwal Al Madniya" with their original English translations. Iraqi applicants are also required to submit their National ID cards, "Shahadat Al Jinsiya Al Iraqiya" with a translation. Please do not send the originals of the Iranian and Iraqi birth certificates and ID cards to our office. Copies with original translations will be sufficient before the interview. Original documents will be required at the time of final interview.
- 5. MARRIAGE CERTIFICATE:** A full photocopy of your marriage certificate is required. If the marriage took place in a country other than Turkey or the U.S., a certified English translation of the foreign marriage certificate is also required. If your spouse is also applying for an immigrant visa as the derivative of your case, please provide another full copy and English translation of your marriage certificate.
- 6. DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide a copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. You will be requested to submit the original of this document at the time of your interview. If the divorce took place in a country other than Turkey or the U.S., a certified English translation of the foreign divorce decree is also required. For divorces that took place in the U.S. or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
- 7. MILITARY CARD: For Iranian applicants only.** If you have served in the Iranian military, please provide a copy and certified English translation of your military card. If you are exempt from the service please provide a copy and certified English translation of your military service exemption card. Originals of these documents will be required at the time of final interview.

- 8. COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty. Originals of these documents will be required at the time of final interview. If you have a conviction, please send the copy and English translation of all the law articles referred to in your court record.
- 9. OTHER COURT DOCUMENTS:** Copies of court records regarding name changes, age amendments, adoption and similar subjects must also be submitted. Originals of these documents should be submitted at the time of interview.
- 10. POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:** Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. Police certificates are also required from all other countries where the applicant has resided for at least one year. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from Iran are not required. Police Certificates from Turkey are known as "**ARSIV KAYITLI ADLI SICIL KAYDI**" (it is mandatory that they come with the archive records). Please see the following pages for more information on police certificates.
- 11. EVIDENCE OF FINANCIAL SUPPORT:** Please see the enclosed Form OF-167, Evidence Which May be Presented to Meet the Public Charge Provisions of the Law, and Form I-134, Affidavit of Support, for information.
- 12. TRANSLATIONS:** All documents not in English or Turkish must be accompanied by a certified English translation. Translations from a sworn translator do not need to be notarized.
- 13. CONTACT INFORMATION:** Please fill out the contact information form provided in this packet.
- 14. PHOTOS:** Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the following instructions carefully. We cannot use photographs which do not meet these requirements:
- The applicant must submit two full-face photos, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly.
- The face should cover about 50 percent of the area of the photo.
- Photos must be taken against a white background.
- Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo.
- The photograph must clearly identify the applicant. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly.
- Photos should be printed without borders. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted. Instant type photographs or digital quality photographs are not acceptable. Photographs should be taken with a standard single lens reflex type camera using film, which requires standard processing. Photos that meet these requirements can be taken at any photo studio.

Sample IV Photo



DOCUMENTS REQUIRED AT THE INTERVIEW

1. **PASSPORT:** Please bring your passport to the interview.
2. **FEE:** The fee for an immigrant visa is \$230.00 per person. You will be required to pay the application fee of \$230.00 at the time of your interview. The payment may be made in cash by US dollars or by credit card to the consular cashier. Visa, MasterCard, American Express, Novus/Discover, Diners and Mastercard or Visa logoed debit cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.
3. **PASSPORT PICKUP LOCATION REGISTRATION RECEIPT:** The registration can be done either online via usvisa-info.com or by calling 0850 252 6355 from Turkey or (703) 520-2490 from the United States.
4. **MEDICAL REPORT:** Before their final immigrant visa interview, all beneficiaries (not the U.S. citizen petitioner) are required to undergo a medical examination performed by one of the medical doctors authorized by this Embassy. The beneficiary is responsible for making his/her own arrangement for the medical examination with one of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. **Do not send the results of your medical examination to this office before your interview.** You will be required to submit your medical report to this office at the time of your interview. Do not bring your x-ray film to the Embassy.
5. **ORIGINALS:** Please submit your originals such as passport, marriage certificate, divorce decrees, court documents or Iranian military service or exemption documents to our office during your interview. Originals of obtainable documents such as the Turkish birth certificate (Nüfus Kayıt Örneği) or police certificates should be sent to our office before the interview.

AFTER THE INTERVIEW

After your personal application, if your file is complete, your visa will be issued and your passport and visa packet will be given to PTT for delivery to your passport pickup location.

Some Turkish applicants and most Iranian applicants require extensive administrative processing prior to issuance of the visa. This process can take up to 6 months or longer. No visa for these applicants can be issued until the administrative process is complete.

If administrative processing is required, the beneficiary may be required to return to the Embassy after the process has been completed. The Embassy will request and receive the administrative process results for the applicant from the United States. We recommend that applicants return home while they wait for the completion of the process. Once the administrative processing is completed the applicant's case number (which will be given to you at the interview) will be posted on our website. It will be your responsibility to check our website to see if your process is completed. Applicants who are not Turkish citizens will need to return to the U.S. Embassy in Ankara once their number appears on the site. After you present yourself at the Embassy, if your application is complete, your visa will be sent to PTT branch of your choice in Turkey within five working days.

While waiting for the administrative process to be complete, your medical examination may expire. In that case, you will need to renew the medical examination.

The validity of your immigrant visa will be limited with the validity of your medical report. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

CONTACT INFORMATION:

Website : <http://turkey.usembassy.gov>

Frequently Asked Questions (FAQ): Please visit http://turkey.usembassy.gov/faqs_iv.html

For questions on PTT delivery: Please visit https://usvisa-info.com/en-TR/selfservice/contact_us

POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you were arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant's residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

Police certificates are required from Turkey. Please contact the closest “Cumhuriyet Savcılığı” (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as “Arşiv Kayıtlı Adli Sicil Kaydı”. **IMPORTANT: When requesting the police certificate (adli sicil kaydı), applicants must specifically request that both the current and archived records be shown on the document.**

Police certificates are not required from Iran or any country on the following list:

AFGHANISTAN BANGLADESH BULGARIA CAMBODIA CHAD EQUATORIAL GUINEA HAITI	IRAN LIBYA MEXICO MONGOLIA NIKARAGUA SIERRA LEONE	SOMALIA SUDAN TAJIKISTAN TOGO TONGA UNITED STATES OF AMERICA
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Police certificates from these countries are available only to persons physically present in the country who apply in person:

ALBANIA BARBADOS ECUADOR ERITREA ETHIOPIA	GUATEMALA INDIA JORDAN KUWAIT MOZAMBIQUE	NAMIBIA PARAGUAY RWANDA UNITED ARAB EMIRATES YEMEN
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Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:

COSTA RICA FIJI	KOREA NETHERLANDS	SRI LANKA TURKMENISTAN
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INSTRUCTIONS FOR MEDICAL EXAMINATION

All intending immigrants are required to undergo a medical examination by one of the medical doctors on the following list. The physicians will provide the necessary medical examination forms. You must have your passport and two passport size photographs along with your case number with you in order to complete the medical exam. Make sure that your medical examination is completed **BEFORE YOUR APPOINTMENT DATE** and bring the results of the examination on your appointment date. We suggest that you make arrangements for your medical examination at least **THREE or FOUR** days prior to your appointment date. You do not need to bring your X-Ray to your visa interview. If you suffer from a chronic illness, have been treated for any disease or are under psychiatric care, doctors recommend you to present your medical file during examination.

IMPORTANT NOTE: Applicants ages two (2) years to fourteen (14) years of age (from 2nd birthday until reach 15th birthday) must undergo the medical examination at least four (4) work days prior to their scheduled appointment at the Consulate. Failure to do so may result in processing delays or rescheduling of initial appointment.

MEDICAL EXAMINATION AND VACCINATION FEES: Charges for the physical examination and other required tests are to be paid by the visa applicant. Fees are approximately as follows: blood test \$25.00; chest x-ray \$45.00; physician examination \$100.00. Vaccination fee varies from \$5.00 to \$200.00 depending on age and vaccines required.

Medical Doctors	Addresses & Phone Numbers	Working Hours

Dr. Mehmet Ungan	Atatürk Blv, 237/45, Kavaklıdere, Ankara	Weekdays: 09:00-19:00
Dr. Handan Ungan	Office: +90-312- 427-6626	Weekends: 10:00-17:00
	Cell: +90-532-245-1388	
Email: mungan@duzen.com.tr For an appointment, please visit: http://www.doctorun.com/		

The validity of your visa will be limited with the validity of your medical report. Medical reports classified as "Class B (TB)" are valid for 3 months from the date the doctor signed the report. All other medical reports classified as "No apparent decease or defect" are valid for 6 months after the doctor's signature date. If your case is subject to further administrative processing, or if the processing of your file is delayed due to missing documents, the medical report may expire before your visa is issued. In that case, you would be required to renew the examination and submit an updated medical report to our office before you receive your visa.

VACCINATION REQUIREMENTS: United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations: ***Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (HIB), Hepatitis A, Hepatitis B, Varicella, Pneumococcal, Influenza, Rotavirus, Meningococcal.***

In order to assist the panel physician, and to avoid delays in the processing of your visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition. Please note that immunization records as well as any other test results from Iran will not be accepted.